

Procurement Compliance Specialist

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Procurement Compliance Specialist executes compliance audits based on procurement laws, policies and procedures as well as established agency procurement performance benchmarks. The Procurement Compliance Specialist must quickly develop a strong understanding of all procurement methods, procedures and activities, compliance standards and criteria and must be able to use the available procurement data tools to carry out the compliance audits. In addition, the Procurement Compliance Specialist compiles comprehensive reports of audit findings for the Team Lead and Department Director. This position reports to the Procurement Compliance Team Lead. The position is located in downtown Nashville and the monthly starting salary is \$2,929 - \$3,368 (determined on experience). Information regarding benefits can be found at www.tn.gov/hr/employees1/benefits.html. Qualified candidates should submit a resume and letter of interest to DGS.Recruiting@tn.gov. Position will be posted until filled.

Examples of Duties and Responsibilities

- Audits procurements conducted within agency delegated authority, purchasing card utilization and compliance monitoring with term contracts, as well as other audit criteria prescribed by the Team Lead and Department Director.
- Possesses and demonstrates strong knowledge of policies, procedures and execution strategies for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- Conducts audits by analyzing data reports and conducting on-site agency visits.
- Prepares timely and comprehensive audit findings reports within established templates.
- Analyzes audit findings and recommends next steps for improved agency procurement performance.
- Works closely with other central procurement teams in support of compliance audit activities.
- Builds and manages positive business relationships with agency procurement staff and central procurement training specialists to understand training goals and performance expectations.
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Requirements

- Completion of a four-year Bachelor's degree from an accredited college or university; or
- Experience performing procurement, contract, compliance, or quality assurance activities can substitute for the degree up to four years.
- Experience within a compliance or quality assurance program.
- Proficiency with Microsoft Office, specifically with Excel.
- Developed organization and analytical skills.
- Excellent presentation, verbal and written communication skills.
- Demonstrated skills using Oracle, PeopleSoft 9.2, or other enterprise procurement systems.
- Thorough understanding of public sector procurement practices and processes.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.